



# Barham Primary School

## First Aid

### Policy

## *Safe, Happy, Learning*

*At Barham Primary School we have the right to:*

*Article 19: Be Safe*

*Articles 28 and 29: Education*

Policy summarised by	Tina Murray + Louisa Antoni
Link Governor	Matthew Parker
Date	November 2021
To be reviewed	November 2022

*.....striving for excellence*



***“STRIVING FOR EXCELLENCE”***

**Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

**Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

**Guidelines**

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

**Conclusion**

The administration and organisation of first aid provision is taken very seriously at Barham Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Brent Council.

## **First Aid Policy Guidelines**

**Training**

Key members of staff are offered first aid training and paediatric first aid training and undertake a rolling program of retraining.

**First aid kits**

Mini first aid kits are stored in each classroom and are re-stocked as and when by the welfare officer. Larger kits are stored in the welfare room for larger/serious injuries. Emergency first aid kits are available for use during out of school visits.

**Medication**

We cannot administer medication that is **not** long term treatment for the child eg-pain relief or antibiotics. We can administer long term medication eg-inhalers, allergy relief, Excema ointment or any other long term illness.

**Cuts**

All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters before one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts should be recorded on the accident log file and parents informed. Anyone treating an open cut which is bleeding profusely should wear gloves. All blood waste should be placed in a bag and disposed of in the outside bin at the front of school at the end of each day.

### **Bumped heads**

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack. The child's parents and teacher should be informed and keep a close eye on the progress of the child either at home or in class. All bumped head incidents should be recorded on the accident log file with a slip being sent home for parents.

### **Accident log file**

The accident log file is located in on the shared system and all first aiders have access to this. It should be completed for every incident where first aid is administered. Old accident books are stored in the school office. For major accidents, an HSE and RIDDOR form must be completed online as soon as possible after the accident. These are available on the school portal. The facility manager must be informed when a HSE and RIDDOR form is completed.

### **Defibrillator**

We have a defibrillator located in the office by the main entrance. This can be used by anyone including the general public. When opening the defibrillator clear instructions are given to follow and any equipment needed e.g. scissors/gloves are provided in the attached bag. A list of trained staff is displayed by the defibrillator.

### **Calling the emergency services**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 02089023706
2. Give your location as follows: Barham Primary School, Danethorpe Road, Wembley, Middlesex, HA0 4RQ
3. State that the postcode is: HA0 4RQ
4. Give exact location in the setting: Barham Primary school is at the end of Danethorpe Road
5. Give your name: ...
6. Give name of child and a brief description of child's symptoms: ...
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.
8. Office staff must be informed an ambulance has been called and will print off a contextual sheet from SIMs
9. Parent can now be called

It is important to: Speak clearly and slowly and be ready to repeat information if asked.

### **Reporting on progress and impact**

A report on the progress of the policy will be shared with governors annually.

### **Policy review**

Written by: TM and the Senior Leadership team.

Link governor: Matthew Parker

Scrutinised and ratified by the governing body

Date of review: November 2021

Next review: November 2022